



# Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 13-98**



<http://dmva.alaska.gov/employment.htm>

<b>POSITION TITLE:</b> <b>In-Flight Refueling Superintendent</b>	<b>AFSC:</b> <b>1A091</b>	<b>OPEN DATE:</b> <b>28 JUNE 2013</b>	<b>CLOSE DATE:</b> <b>13 JULY 2013</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 168 <sup>th</sup> Operations Group, Eielson Air Force Base, Alaska		<b>GRADE REQUIREMENT:</b> Minimum: <b>E7</b> Maximum: <b>E8</b> <i>*Contingent upon availability of controlled grade*</i>	
<b>SELECTING SUPERVISOR:</b> SMSgt Duhaime	<b>VACANCY:</b> 0955416	<b>PHYSICAL PROFILE:</b> PULHES -111121	

## AREAS OF CONSIDERATION

Area 1 On Board AKANG AGR ONLY (**MUST HOLD ADVERTISED AFSC**)

*\*All applicants MUST meet the grade requirement and physical/medical requirements outlined\**

## MAJOR DUTIES MAY INCLUDE

- Perform in-flight refueling aircrew functions and activities according to flight manuals, checklists, and Air Force publications
- Check forms for equipment status. Perform visual and operational check of air refueling and associated systems and equipment
- Perform preflight, through-flight, and post-flight inspections Accomplish preflight and post-flight records and reports
- Perform in-flight operational check of air refueling systems. Direct receiver aircraft into air refueling position
- Operate in-flight air refueling controls and switches to safely affect contact between tanker and receiver aircraft
- Monitor control panel for proper operation of equipment during air refueling
- Advise receiver pilot of actions required to safely maintain position within the air-refueling envelope
- Keep tanker pilot informed as to progress of air refueling operations
- Perform emergency operations and procedures as required for emergency off-load and on-load of fuel
- Compute and complete aircraft weight and balance documentation. Visually monitor aircraft clearances, identify proximal threats to the aircraft
- Receive cargo/passenger load briefing and reviews load plan and cargo documentation
- Accomplish load planning of cargo/passenger loads if required. Supervise cargo/passenger loading and off-loading operations
- Direct the placement of material handling equipment to accomplish cargo on/off loading operations
- Ensure cargo/passengers are placed according to load plans
- Determine cargo restraint requirements according to criteria and directs and checks the application of cargo restraint equipment
- Check cargo/passenger loads against manifests
- Ensure availability of fleet service equipment and receives and stows in-flight meals
- Accomplish passenger briefings to include the use of emergency equipment, evacuation procedures, and border clearance requirements
- Demonstrate the use of passenger emergency oxygen systems and life vests
- Supervise passengers in-flight
- Performs jumpmaster duties (KC-135 only)
- Lead and manage Airmen, NCOs, and fellow SNCOs with effective leadership while maintaining mission readiness to ensure mission success by being an active and visible leader and demonstrate, inspire and develop in others an understanding of Air Force Core Values
- Promote responsible behaviors within all Airmen by encouraging peer involvement in detecting and correcting unsafe and irresponsible behaviors that negatively impact unit or individual readiness and recognize Airmen who properly employ operational risk management philosophies
- Perform additional duties as assigned

## INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **Top Secret (eligible to obtain)**
- APTITUDE REQUIREMENT – GENERAL – 55
- STRENGTH APTITUDE - Demonstrated by Weight Lift of 70 lbs
- AFSC not open to non-United States Citizens. AFSC is open to United States nationals
- Physical qualification for in-flight refueling operation duty according to AFI 48-123, *Medical Examinations and Standards*, Class III medical standards
- Normal depth perception as defined in AFI 48-123, *Medical Examinations and Standards*
- Qualification for aviation service according to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*
- Must maintain eligibility to deploy and mobilize worldwide
- Completion of Senior Noncommissioned Officer Academy (correspondence or in-resident)
- Upon selection, approval of Exceptional Family Member Program is Required for members with dependants

## PREFERRED QUALIFICATIONS

- Knowledge is Knowledge is mandatory of: electrical and mechanical principles applying to aircraft and related systems; flight theory; aircraft electrical, hydraulic, and pneumatic systems applying to in-flight refueling system; navigation fundamentals, including chart reading; normal and emergency operation of aircraft refueling systems; flying directives; weight and balance factors; cargo tie-down techniques; minor in-flight maintenance; using survival equipment and oxygen; communication and aircraft emergency procedures; border agency clearance; dispensing and preserving food aboard aircraft; and using and interpreting diagrams, loading charts, technical publications, and flight manuals
- Experience performing or supervising functions such as: inspecting, operating, and troubleshooting in-flight refueling systems; preparing or verifying load plans; loading and unloading cargo on aircraft; and instructing passengers in the use of emergency equipment and procedures
- Experience in directing functions pertaining to in-flight refueling operator activities

*\*See page 2 for All Required Documents for Considerations\**

## INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800.** Complete applications must be received in HRO office **no later than 1600 or postmarked on or before the closing date.** US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 1-10 are required by the Human Resource Office to determine initial qualifications.* If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position (Available on <http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 30 days)
5. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
6. Cover Letter & Resume
7. Last 3 Enlisted Performance Evaluations (If applicable)
8. CURRENT AGR/Mobility/ADSW Orders (If applicable)
9. Signed Statement of Agreement to Retrain (if applicant does not possess AFSC) (Available on <http://dmva.alaska.gov/employment.htm>)
10. Signed Statement of Administrative demotion (If applicable) (Available on <http://dmva.alaska.gov/employment.htm>)
11. Letters of Recommendation will be accepted

**\*\*SUBMIT SINGLE SIDED DOCUMENTS / NO STAPLES / NO BINDINGS\*\***

### QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

### MAIL APPLICATIONS TO:

Alaska National Guard, Human Resources Office, HRO  
Building 49000 Room D-209, Post Office Box 5800  
Joint Base Elmendorf Richardson, AK 99505-5800

## REMARKS

Federal law prohibits the use of government postage for submission of applications.

### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.